

26 July 1984

## Intelligence

### SCIENTIFIC & TECHNICAL (S&T) INTELLIGENCE QUICK REACTION TASKING ADMINISTRATION

This regulation establishes policies and procedures and assigns responsibilities for the administration of Quick Reaction Tasking (QRT) except for briefings and visits. This regulation is applicable to Headquarters, Foreign Technology Division (FTD), Wright-Patterson Air Force Base, Ohio.

This regulation requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the data prescribed in the regulation are 10 U.S.C. 8012 and E.O. 9397.

#### 1. References:

- a. AFSCR 80-11, Intelligence Requirements.
- b. AFR 10-1/FTD Sup 1, Preparing Correspondence.
- c. FTDR 200-8, Quality Assurance Procedures for Scientific and Technical Intelligence Products.
- d. FTDR 178-2, Job Time Accounting Sub-System.

#### 2. Definition of Terms:

a. Quick Reaction Task (QRT). Work performed in response to priority or time sensitive requirements for S&T intelligence support. QRTs require immediate or very near term satisfaction. They are handled on a priority basis. Normally, the level of efforts on a QRT is limited to no less than four nor more than 500 analytical and support work hours.

b. FTD Tasking Job Order, FTD Form 14. Job order form used to levy tasks within FTD and to report acceptance and completion of a task by the office being tasked. The Form is also used for processing task data into the management information data base.

Supersedes FTDR 200-19, 21 May 1981. (See signature page for summary of changes.)

No. of Printed Pages: 7

OPR: XOFP (Mr. Wilson)

Approved by: Colonel Benson

Distribution: F, X:

HQ AFSC/INJ.....1

c. Job Control Number (JCN). A four character alphanumeric identifier code assigned by the Production Programs Branch (XOFP) to each S&T task for which an FTD Form 14 is prepared. These Form 14's cover both scheduled production (DIA Form 424-1, AF Studies, etc.) and unscheduled production (QRT's, annual tasking, working groups and committees, DV visits, and external briefings). Each Form 14/JCN represents a specific, separate production effort. In addition to monitoring production, the JCN is used for collecting and reporting all direct workhour charges expended on each S&TI task. Work hour expenditures are reported on FTD Form 510, Exception Time Accounting MHR - Job Charge Card. Note: For the purpose of this regulation, the association of JCN's with QRT's is the primary concern.

d. Line Processing Code (LPC). A 4-digit number assigned by the Financial Management Branch (XOFF) to S&TI production support, non-S&TI work activity and non-available time. A listing of LPCs is available in each branch; the document is identified as "IMICS Line Processing Codes," FTD-MGB-A-496-YR. LPCs are used to report and collect all indirect workhour charges which are also reported on the FTD Form 510.

e. Long Term Task. A task which will, or is expected to, require a number of QRT responses on the same subject, or in support of the same objective over an indefinite or extended time period. Examples are "Support to Special Project Office" or "Committee Support." A single JCN and FTD Form 14 are issued for such tasks in order to reduce administrative burden. Tasks are closed out in the normal manner (atch 1) or revalidated annually.

f. Directorate. For the purpose of this regulation directorate includes Staff Office.

### 3. Policy:

a. Communications from external sources or from FTD Command Section which levy QRTs for S&T intelligence and related support requirements on FTD are processed through XOFP (excludes internally generated subtasking).

b. FTD elements receiving QRT communications from sources other than XOFP will forward them through the Directorate programming offices to XOFP.

c. XOFP and directorates will interface at the directorate level to maximum extent practicable.

d. Personnel below directorate level who require information or guidance on QRT administration should first attempt to obtain assistance within their directorate. XOFP will assist with problems that cannot be solved within individual directorates.

e. Task rejections and extended deferrals will be coordinated through the applicable directorate to Directorate of Plans and Operations (XO) for determination of XO or Command Section signature. All general officer associated requests will automatically be forwarded to the Command Section for signout.

f. Task communications intended to be referred to another prime producer of S&T intelligence for action will be coordinated through directorate level to XO for signature.

#### 4. Responsibilities:

##### a. XOFP will:

(1) Develop, coordinate, and implement guidance for administration of QRT activities and assist directorates with problems.

(2) Prepare and process task rejection and referral communications on QRT's for which there is no similar activity or related function in FTD.

(3) Promptly process QRT tasking communications and documentation (FTD Form 14) with particular emphasis on urgent and high priority tasks. XOFP will make incoming tasks available to directorates the same day they are received in XOFP if practicable.

(4) Interface with directorates when the OPR for a task is not clearly evident from the content of the tasking communication.

(5) Maintain the FTD Central Records File of QRTs.

(6) Inform XO or Command Section of unique QRTs based on the level of tasking, urgency, or size of workload involved.

(7) Assure maintenance and accuracy of the production related management information data base for QRTs.

(8) Conduct management information studies related to QRTs.

(9) Maintain management information summaries and production management indicators to provide ready reference information for XO and the Command Section.

b. Operations Office (X00) will notify XOFP of incoming tasking messages having precedence of a "priority" or higher precedence and all requiring suspense response.

##### c. Directorates will:

(1) Evaluate each QRT and take appropriate action based on the relative suspense, workload, and priority of each QRT versus other QRTs and scheduled production.

(2) Interface with requestors and task OPR. Interface includes negotiations regarding task scope, detail, and suspense dates, as well as, preparation and processing of correspondence for task rejection or referral to another producer.

(3) Advise QRT requestors of expected response date or changes. Formal communications required for responses to requestors are identified in AFR 10-1/FTD Sup 1 and AFSCR 80-11.

(4) Mutually support other directorates in accomplishing QRTs.

(5) Resolve by intra- or inter-directorate action any issues regarding the appropriate assignment of OPR for a given QRT. Inform XOFP of action-office changes.

(6) Ensure quality review of QRT responses. ~~Other QRT responses are reviewed by Chief Scientist (CCN) on request and at the discretion of the responding directorate.~~

(7) Ensure appropriate dissemination, both internal and external to FTD, of the response to a QRT which results in a significant change to currently published intelligence or the generation of significant new finding. This dissemination may be accomplished by distributing the responses to selected information addressees, inclusion in the FTD Weekly Aerospace Systems Report (Weekly Wire), publication as a Technical Brief in the Air Force Foreign Technology Bulletin or in other appropriate intelligence media.

(8) Provide appropriate support, consistent with directorate functions, for the accomplishment and administration of QRTs.

#### 5. Procedures:

a. All FTD elements will process QRT (and all other unscheduled tasking) FTD Form 14 as shown in attachment 1.

b. XOFP will:

(1) Prepare FTD Form 14 with a JCN for each incoming QRT.

(2) Forward FTD Form 14 and reproducible copy of incoming QRT communication to appropriate directorate for action.

(3) Establish scheduled and unscheduled production tasking in coordination with the appropriate directorate, when an incoming communication indicates an estimated expenditures in excess of 500 work hours within any fiscal year. Examples of such tasks are committee memberships or long term analytical support on a special project.

(4) Identify, consistent with the FTD LPC listing and definitions, certain incoming communications with an LPC number in lieu of issuing a JCN and FTD Form 14. In such cases, the action directorate will be advised in writing.

(5) Issue only one JCN for each QRT request even though the QRT falls within the purview of more than one division or directorate.

(6) Process DD Form 1497, Intelligence Production Requirements, as QRTs when such requirements are received for validation.

(7) Task the appropriate directorate for action when an incoming communication designates FTD as an information addressee but the communication text specifically requests FTD action; otherwise, the communication will be forwarded to the appropriate directorate for determination regarding production feasibility.

(8) Forward to the appropriate directorate reproducible copy of FTD Form 14's prepared for QRTs received. A copy of the associated communication will also be provided.

c. Directorates will:

(1) Process through XOFP and XO communication relating to a task rejection, extended deferral, or referral to another producer for action. If XO determines that the communication does not require Command Section signature the communication will be signed out by XO.

(2) Advise QRT requestors of expected response date or of any changes. Formal communications required for requestors are identified in AFR 10-1/FTD Sup 1 and AFSCR 80-11. Provide a copy of any formal communications which are forwarded.

(3) Provide a copy of the validation recommendation to XOFP when the FTD response to an Intelligence Production Requirement recommends validation.

(4) Determine response requirements for tasking communications on which FTD is an information addressee (see paragraph 5b[7]).

(5) Advise XOFP of:

(a) Significant action requests received in connection with a long-term task. This is necessary to ensure that the Commander and Staff are informed of the request at the Weekly Staff Meeting. An example of a significant action request against a long term QRT would be the requirement for a ~~briefing~~

(b) Requests received via telecom, which are satisfied with work hour expenditures of less than 4 hours, when the circumstances or subject matter are noteworthy or when the request is generated by a senior official.

(6) Issue subtasking as necessary and provide an integrated FTD reply to requestor of QRT for tasks that cross division or directorate lines.



EARL A. PONTIUS, Colonel, USAF  
Commander

CAROLYN O. UECKER, Major, USAF  
Chief, Administration Division

1 Atch  
Processing FTD Form 14 for QRTs

#### SUMMARY OF CHANGES

Revision deletes obsolete forms and specifics processing/file procedures for the FTD Form 14. Changes definition of terms for JCN and LPC and handling procedures for ~~requests~~.

PROCESSING FTD FORM 14 FOR QRTS

An original and five copies of FTD Form 14 are prepared for issuance of each QRT and is processed as follows:

COPY NUMBERS	FROM	TO	PROCESSING TIME	PURPOSE
6				Retain in XOFP suspense files for reference (AFM 12-50, T10-2, R5, 6, 7).
1, 2, 3, 4	XOFP	Directorate and Staff Office	Date of Issue	Accept, reject, or refer to another producer. Perform accepted tasks.
1, 4				Used by and remain within task offices.
5	XOFP	NI	Thursday	Keypunch.
5+ PUNCHED CARDS	NI	XOFP	Friday	Audit punch cards versus copy 5 data. Send cards to NI for data base input. Copy 5 to transitory file (AFM 12-50, T10-1, R4).
3	Directorate and Staff Office	XOFP	24 Hours (AFR 10-1/FTD Sup 1) 48 hours all others	Furnish data on acceptance, rejection, referral, OPR, suspense data.
3	XOFP	NI	Thursday	Keypunch.
3+ PUNCHED CARDS	NI	XOFP	Friday	Audit punched cards versus copy 3 data. Send punched cards to NI for entry of data into data base. Temporarily retain copy 3 in suspense file.
2	Directorate and Staff Office.	XOFP	2 workdays after day of completion	Provides completion data for task close out.
2	XOFP	NI	Thursday	Keypunch.
2+ PUNCHED CARDS	NI	XOFP	Friday	Audit punched cards versus copy 2 completion data. Send cards to NI for entry of data into data base. Destroy copy 5. File copies 2 and 3 for record and reference (AFM 12-50, T200-4, R15).